Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200052-8

REPORT INVENTORY

CONTROL NO. DDS/oc 0[illegible]

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)
Transfer and Destruction Reports of Cryptographic Materia
Form 111 and 153

2. TYPE OF REPORT: X STATISTICAL; NARRATIVE; MACHINE-MADE LISTING

3. FUNCTIONAL AREA: PERSONNEL; TRAINING; ADMIN. GENERAL; LOGISTICS; SECURITY; OTHER (Specify); MEDICAL; FINANCE; X [illegible]

4. NO. OF COPIES PREPARED
Approximately 11,000 per year

5. FREQUENCY (weekly, monthly, quarterly, etc.)
Aperiodic

6. DISTRIBUTION (No. of components not number of copies)
500 COMSEC Accounts

7. FORMAT (memorandum, form computer print-out, etc)
Form

8. ADP PROCESSING: X YES; NO; IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT
OCHB 10.80.3 Formerly HMB 50.1000-1
KAG 10

10. PREPARING COMPONENT (Include lowest level contributing information to report)
OC-CS/CAB and individual communications officers and communicators

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-5 - 13	Average GS-8 $4.30		Average 10 min (1843)		$0.43		11,000		$4,730.00 $4807.00

B. COSTS OF COMPUTER PRODUCED REPORTS

	$62.00		6 sec (183)		$0.103		-		$849.75

TOTAL COSTS PER YEAR $5,579.75

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in Item 9). IF NEEDED, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report serves as basic paperwork for all transfers and destruction of cryptographic material for the Agency. It is the legal documentation for all such transactions.

14. FUTURE GOALS

A. PROPOSED BY COMPONENT FOR THIS REPORT: RETAIN AS IS; OTHER (explain); CHANGE; DISCONTINUE

ESTIMATED SAVINGS: MAN-HOURS; DOLLARS

15. DATE OF INVENTORY: October 1970

16. EXTENSION

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